



# TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE MEETING AGENDA ELECTRONIC MEETING

Tuesday, May 19, 2020 11:00 a.m.

---

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 11:00 a.m.

<https://www.facebook.com/TownBlufftonSC/>

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – March 5, 2020
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - 1. Neighborhood Assistance Program Budget Update
- VIII. EXECUTIVE SESSION AGENDA
  - 1. Contractual Matters Pertaining to the Town's Request for Proposal 2020-24 to Develop Affordable/Workforce Housing on the following Town owned properties; Willow Run (Buckwalter Planned Unit Development), 115 Bluffton Road, 184 Bluffton Road, 1095 May River Road (Pursuant to SC Freedom of Information Act 30-4-70 [a][2])
- IX. PUBLIC COMMENTS
- X. DISCUSSION
- XI. ADJOURNMENT

**NEXT MEETING DATE: Thursday, June 4, 2020**

\* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at [vsmalls@townofbluffton.com](mailto:vsmalls@townofbluffton.com). Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Affordable Housing Committee.

“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.

**TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE**  
Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Town  
Council Chambers  
Thursday, March 5, 2020 Meeting Minutes

---

Present: Chair, Councilman Fred Hamilton; Councilman Dan Wood; Meg James  
(arrived at 10: 14a.m); Denolis Polite; Gwen Chambers

Absent: Jon Nickel, LeDeen Hangen

Staff: Kevin Icard, Planning & Community Development Manager; Victoria  
Smalls, Growth Management Coordinator; Charlotte Moore, Principal  
Planner

---

**I. CALL TO ORDER**

Hamilton called the meeting to order at 10:03 a.m.

**II. ROLL CALL**

**III. ADOPTION OF AGENDA**

Committee member Polite made a motion to adopt the March 5, 2020, Affordable Housing Committee Agenda. Councilman Dan Wood seconded the motion and the motion passed.

**IV. ADOPTION OF MINUTES – January 9, 2020**

Committee Member Polite made a motion to approve the January 9, 2020, Affordable Housing Committee meeting minutes. Councilman Wood seconded the motion. All were in favor and the motion passed.

**V. PUBLIC COMMENTS**

Chairman Hamilton recognized Carol Crutchfield, Planning Coordinator for the Beaufort County School Board. She has been tasked to attend AHC related meetings in order to learn about Affordable Housing for teachers.

**VI. OLD BUSINESS**

No Old Business

**VII. NEW BUSINESS**

1. Neighborhood Assistance Program Budget Update

The total available budget for this FY20 Town Council funded program is \$123,356.00 Town Staff is continuing to process applications for assistance.

As of March 5, 2020, \$56,384.00 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. These include ceiling, door, roof, and floor repairs.

2. Regional Affordable Housing Update – Staff Icard
  - a. Hilton Head is looking to include incentives into their program (commercial conversions, density bonus, micro-efficiency units.
  - b. Marilyn Harris (Low County Affordable Housing Coalition)—speaker will discuss homelessness among children. Wood asked if this group was accomplishing anything—Icard did not know.
  - c. Angela Childers (Beaufort Housing Authority): Eight 1-BR units almost complete. Also mentioned HUD-financed issues relating to contracts that limit ability to do more projects; she also mentioned a program to allow assistance to help home purchase instead of rental assistance. Ms. Childers can present to the Council at a future meet.
  - d. Councilman Wood said Bennett may also be a good source; Also recommended that staff provided an update on Crown on 170. Wants to be able to get the word out about this development.
  - e. Committee member Polite asked for the location of Coalition meeting. Icard asked Smalls to send the Committee information regarding the meeting.
3. Request for Proposal 2020-24 Update

#### **VIII. PUBLIC COMMENTS**

There were no additional public comments.

#### **IX. DISCUSSION**

#### **X. ADJOURNMENT**

The March 5, 2020 Affordable Housing Committee Meeting adjourned at 10:44 a.m.

Town of Bluffton  
 Growth Management Department  
 Planning & Community Development Division

ATTACHMENT 1

Affordable Housing Committee Work Plan  
 Neighborhood Assistance Program (NAP) & Approved Budget FY20

Task	Approved FY 2020				*Pending	NAP Program Available Budget	Total Available Budget	Number of Homes Assisted
	Town General Fund	CIP Fund - Housing Project *	Anticipated CIP Fund Carryover	Actual Spending				
Home Repair / Rehabilitation								
a. Home Repair - Minor	\$150,000			\$57,164			\$92,836	6
Workforce Housing							-	
a. Incentives - Developer		\$192,268	\$502,732				\$695,000	
b. Incentives - Homeowner			\$55,000				\$55,000	
Property Maintenance							-	
a. Abatement / Demolition of Unsafe Structures	\$15,000						\$15,000	
b. Property Clean Up / Septic Pumpout	\$5,000			\$1,205			\$3,795	7
c. Private Road Repair for Emergency Access	\$9,000						\$9,000	
d. E-911 Addressing	\$1,000						\$1,000	
<b>TOTAL BUDGET</b>	<b>\$180,000</b>	<b>\$192,268</b>	<b>\$557,732</b>	<b>\$58,369</b>		<b>\$122,836</b>	<b>\$871,631</b>	<b>13</b>

\*Pending amount are funds that haven't been paid to a contractor or work has not been completed

\*Revenue derived from residential plan check fee adopted in FY 2019

Last Updated Date: May 12, 2020



## MEMORANDUM

---

TO: Affordable Housing Committee  
FROM: Victoria Smalls, Community Development Coordinator  
CC: Kevin P. Icard, AICP, Planning & Community Development Manager  
Heather Colin, AICP, Director of Growth Management  
Charlotte Moore, AICP, Principle Planner  
RE: Neighborhood Assistance Program Budget Update  
DATE: May 19, 2020

---

### BACKGROUND

The total available budget for this FY20 Town Council funded program is \$122,836.00. Town Staff is continuing to process applications for assistance. As of May 12, 2020, \$57,164 (includes households in progress) has been spent to assist Town of Bluffton residents through the Neighborhood Assistance Program. These include ceiling, door, roof, septic pump outs and floor repairs.

### ATTACHMENTS

1. Affordable Housing Committee Work Plan